WiLS Cooperative Purchasing Advisory Committee  
May 25, 2018  
1:00 pm via GoToMeeting

Committee Members

Katie Aldrich, Northcentral Technical College (Chair) 
Julie Blankenberg, Forest Products Lab 
Joe Davies, Kenosha Public Library (absent) 
Noreen Fish, La Crosse Public Library 
Dana Franco, DeForest School District (absent) 
Diane Kastelic, Kenosha School District (absent) 
Cathy Markwiese, Milwaukee Public Library (absent) 
Melissa Matz, Brookfield East High School 
Cory Mitchell, UW-Stout (absent) 
Cheryl Nessman, UW-Colleges (absent) 
Amy Rachuba, Ripon College 
Jill Thomas, Lawrence University

WiLS Team: Jeff Brunner, Andi Coffin, Sara Gold (notetaker), David Hafner (absent), Stef Morrill (absent)

Meeting called to order at 1:02 p.m.

Agenda Items

1. Welcome and Introductions (K. Aldrich)

2. Review/Additions to Agenda (K. Aldrich)
   There were no comments on or additions to the agenda.

3. Approve Minutes from February 2018 meeting (K. Aldrich)
   Additional documents: Feb 2018 Meeting minutes
   Motion to approve Feb 2018 Minutes: M. Matz
   Second: N. Fish
   Discussion: None
   Results: Motion approved

4. Renewal of Terms and Chair (K. Aldrich)
   Please contact WiLS staff at coop@wils.org if you do not wish to continue to serve on this committee. Thanks were offered to K. Aldrich for her willingness to serve as chair for the 18-19 term. D. Kastelic is retiring June 2018. The committee thanked her for her service. J. Blankenburg will not be returning to CooPAC next year. The committee also thanked her for her years of service.

5. Schedule of review for License Agreement Ideal Terms and Reseller Agreement (A. Coffin)
   We propose the following schedule for CooPAC’s review of WiLS’ Reseller Agreement and Ideal License Terms. After the revamp is complete, every other year both documents would be reviewed by CooPAC.
   - 1st CooPAC meeting (Jan / Feb): Present current documents to CooPAC for review
   - 2nd CooPAC meeting (May/June): Discussion and suggested changes; sent for review after 2nd meeting
   - 3rd CooPAC meeting (October/November): Final drafts approved
   The Direct Order Agreement will be reviewed and updated on the alternating year.
   Discussion: There was agreement among members for the process. K. Aldrich suggested changing the schedule to reflect CooPAC service terms so that the same committee is on board for the full process. The first meeting above would be the fall (October/November) meeting.

6. Review of Additional Clauses to Reseller Agreement (A. Coffin)
   Additional documents: May 2018 Proposed Reseller Agreement (changes in bold)
Two clauses are proposed for inclusion in the WiLS Reseller Agreement:

- A clause that WiLS does not recognize auto-renewals.
- Licensors will provide standard list pricing when available for all products resold by WiLS.

Discussion: Members agreed with the rejection of auto-renewals and there was general consensus about adding these two clauses.

Motion to approve the changes to the 2018 Reseller Agreement: J. Blankenburg
Second: M. Matz
Discussion: None
Results: Motion approved

A. Coffin talked about the minimum discount necessary to work with WiLS. In the research done for the revamp, some consortia do mandate a minimum discount but some don’t, given the varying situations of vendors and demand for their products. It is currently under consideration for the revamped service.

7. MyWiLS Update (A. Coffin)
A. Coffin talked about adding license agreements, bid codes for direct order vendors, and the ability to categorize vendors by their product type into MyWiLS.

Discussion: A question was asked about bid codes. A. Coffin explained that codes for discounts currently live on our website and they would potentially be added to MyWiLS under password protection as part of the MyWiLS subscription service.

8. Cooperative Purchasing Revamp Update
a. Other consortia (A. Coffin): WiLS talked to approximately 12 other consortia across the U.S. and asked a series of questions to learn about other service models and what works and what doesn’t. The results from these questions were turned into items that went into the coop revamp survey.

Some highlights of what was learned were discussed. Other consortia sell both products and services and that their members learn about services by individual contact and site visits. Many consortia retain a percent of discounts, obtain a commission from vendors, and negotiate multi-year agreements for their members. Some consortia do broad license reviews and some do not provide a license review procedure. Most consortia coordinate webinars for product awareness and training. Some hold in-service training sessions. Most consortia do not help market their members’ products to patrons.

b. WEMTA (S. Gold), WAAL (J. Brunner) conversations
S. Gold shared that she had approximately five attendees at the WEMTA session plus one vendor representative. The feedback at the meeting was very helpful. Attendees mentioned ideal times for trials, webinars and marketing pieces for new products, as well as improvements that could be made to MyWiLS to improve their experiences. In addition, the attendees talked about the work they have with classroom teachers, specifically related to curriculum which is something WiLS has not delved into before. S. Gold mentioned WiLS has submitted a proposal for a reading conference which is a new audience to explore. There was no session at WAPL due to lack of response from public library /system staff. Sara noted that she and Stef explored possible reasons behind this lack of response and discovered there was confusion amongst library contacts as to who should provide feedback about coop services. S. Gold shared that she is hopeful that the coop revamp survey will result in useful feedback from members.
J. Brunner had approximately eight attendees at the WAAL breakfast from myriad library types. The discussion was very useful as the attendees were people who work day-to-day in academic libraries which provided a lot of information about what works and what can be developed and improved. Much of the feedback from both the WEMTA and WAAL meetings was incorporated into the member survey.

c. Survey update (A. Coffin)

It was shared that an email was sent to all of the primary coop contacts and people have until May 30th to respond. Earlier in the week, there were 50 responses and a reminder will be sent next Tuesday. The committee members were thanked for their feedback; the survey was edited and improved based on their thoughts.

9. CooPAC Meeting Times (K. Aldrich)

The low attendance for the meeting was noted. For academic libraries, the beginning and end of the semester are difficult meeting times. Members noted that they like to have meeting dates in advance. WiLS will reconsider the May/June meeting time in light of this.

10. Meeting Adjourned at 1:46 p.m.